

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
July 21, 2021

Agenda Item:

Community Development Software Contract RFI 2020-01

Description:

The Village's budget includes the purchase of a new software package for Community Development to enhance customer service and efficiency. The software currently in use is outdated.

The acquisition of this software is a unique and complicated process; thus Village staff elected to utilize the Request for Information (RFI) process in order to preserve the competitively bid element of the procedure while retaining the flexibility to negotiate and obtain a product that is tailored to the Village's specific requirements. The awarded vendor will provide a turn-key Community Development software solution including implementation, data conversion, training, maintenance, and future updates.

Thirteen (13) responses were received to the RFI on July 10, 2020. A committee made up of Village staff and the Village's Project Manager (Provision, Inc.) have reviewed the responses and ranked the firms with a concentration on the top three (3). A baseline/approximate project cost has been obtained from the three (3) top ranked firms and is attached.

The action requested approves the recommended ranking order of the committee and authorizes the Village Manager to negotiate a contract with the top ranked firm which will be brought back to Council for final approval.

Staff has attached firm ownership disclosure of greater than 5% as recommended by the Village Attorney.

Action Requested:

Approval of committee ranking for the purchase of a Community Development Software package as follows: Number 1 – CityView; Number 2 – EnerGov (Tyler Technologies); Number 3 – Accela (Silver Lining Solutions, LLC).

Authorize Village Manager to negotiate a contract with the Number 1 ranked firm, CityView (pricing based on a piggyback of The City of Naples contract) to purchase a Community Development Software package.

Financial Impact:

The final amount will be determined by the results of the contract negotiations. The final contract and cost will be brought before Council for approval.

Attachments:

1. Pricing Comparison Matrix
2. Baseline Pricing from CityView
2. Baseline Pricing from EnerGov
3. Baseline Pricing from Accela/SLS
4. Ownership Disclosure for CityView